

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #13-71**

OPENING DATE: 12 Jun 13 **CLOSING DATE:** 26 Jun 13 **AGENCY:** 5704 **PIN:** 0061

POSITION: CFA BUDGET ASSISTANT

STARTING SALARY: \$30,473.99

LOCATION OF POSITION: MS Military Department, Environmental Directorate, 1410 Riverside Drive,
Jackson, MS 39202

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6213 DSN: 293-6213

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office
Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. Must have two years of college with a major in accounting, bookkeeping, business administration, or related and three years experience related to the below described duties; **OR**; high school diploma or GED and five years experience related to the below described duties.
2. Basic knowledge of computers and office Automation Software; word processing, database management, spreadsheets and presentations graphics.
3. Strong verbal, written, analytical and interpersonal skills required.
4. Ability to readily adapt to changing environment and to rapidly learn new software.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Performs budget management functions for current and past budget years. Assists in planning, forecasting, and developing standards which can be translated into funding requirements. Determines if planned fiscal objectives are being achieved.
2. Reviews Memorandums of Agreements for compliance with state purchasing laws and regulations as well as accuracy, funding availability and compliance with state and federal environmental laws and regulations.
3. Coordinates with State Purchasing and Contracting on status of contracts and funding issues and various financial documents.
4. Coordinates disbursements and reconciles unliquidated obligations.
5. Performs as the Travel Coordinator for Environmental Directorate and includes assisting with travel arrangements and processing State of Mississippi Travel Authorizations and reimbursements to insure compliance IAW State of Mississippi Policy Rules and regulations and Mississippi Military Department Policy.
6. Inputs Time and Attendance reports and retains files in accordance with regulatory guidance.
7. Manages digitizing of Environmental documents for easy reference and provides technical guidance to environmental staff on digitizing hardware and software.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6213). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.